



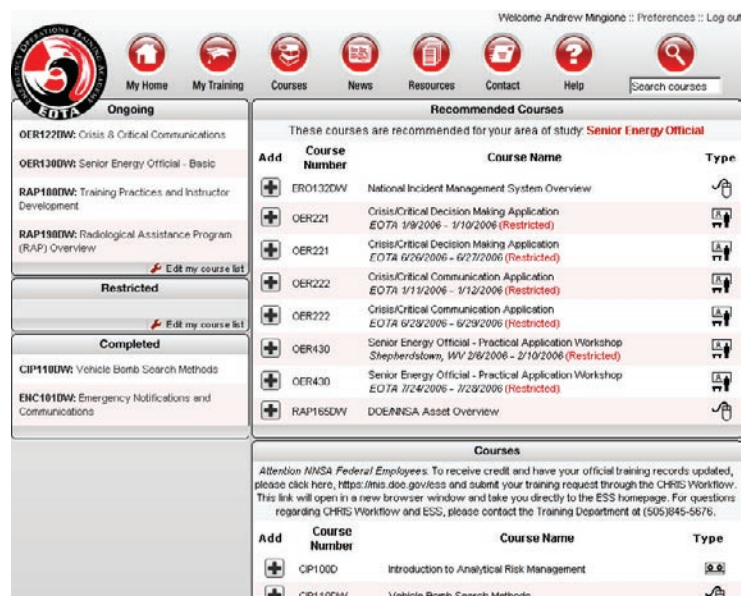
EOTA Web Site User Guide

1. Open the Emergency Operations Training Academy (EOTA) web site located at: <http://eota.doeal.gov>. You may want to bookmark this page. The content of this page is updated on a regular basis so you should check it often.
2. When you are ready to register for a course, enter your Student ID and Password. If you are new to the EOTA web site, select the "New Student" button from the left-hand menu to set up a new account. The information you provide is protected and is not shared with any other entities.
3. Complete the "New Student Registration" form. Select an "Area of Study" that best describes your role or position within Emergency Operations. If you are not sure, select "None." The Employee ID is optional except for certain personnel. CM personnel are required to enter their Bechtel Employee Number. RAP personnel must enter their RAP ID (i.e. RAP-XX-XXXX). All others may leave the Employee ID blank. We will mail training materials to the mailing address provided. If you are concerned that mail might be misrouted, use your home paper mail address.
4. To register for courses, click on the "Courses" button. A list of all available EOTA courses will be displayed. Courses in your Area of Study will be in the top section. Click the + to the left of the course you want to register for. You will see a registration confirmation message and the course will be added to the "ongoing" list on the left. You are free to register for any EOTA course, however it is recommended that you complete the courses in your area of study.
5. To begin or continue a particular course, click on the course number in "Ongoing Courses." To see all of your courses, (ongoing, completed, and restricted) click on "My Training" at the top of the page.
6. Because we restrict access to certain courses, you may get a "Restricted" message. You will be notified via email within 3 business days to confirm your eligibility for a restricted course. If you are eligible, we will grant you access to the training.
7. You are able to update and change your student preferences. To make changes, login and select the "Preferences" link in the upper right corner. Please keep this information current. The Student ID is the only field you may not change.
8. If you forget your password, click on the "Forgot Password" link. Type in your Student ID and then click "Submit". Your password will be emailed to the email address you have provided. If you are unable to recall your Student ID or Password, send an email to eota@doeal.gov requesting your Student ID and Password. Your Student ID and password will be emailed to the email address you have provided. Passwords will not be furnished via phone.

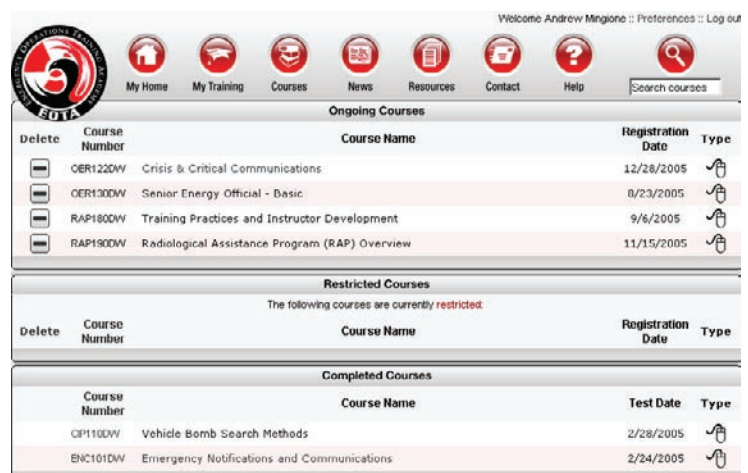
If you have any problems navigating the web site or with the registration process, please contact Janet Lee at 505-845-4363 or eota@doeal.gov.



Home page: Log in or create a new account.



Courses: Click ☐ to enroll in a course.



My Training: View all of your courses. Click ☐ to unenroll from a course.